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24 JUN 1988

MEMORANDUM FOR: Director, Security Evaluation Office

VIA: Acting Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Temporary Space for SEO/DCI

REFERENCE: Memo for D/L frm D/SEO, dtd 16 June 88
Same Subject

1. Since this project was approved in mid-April, the Office of Logistics (OL) has been working with appropriate support personnel to define SEO facility requirements. As of this date, we are anxiously waiting for SEO's final requirements. We are, nevertheless, proceeding with space layouts and related A&E design efforts, recognizing your desire to initiate operations in the near future. We hope that SEO changes to our designs will be minimal.

2. Given the fact the Key Building is a GSA-leased facility, we must carry out building renovations through GSA and the building owner. Consequently, it is not possible to make space available on the 11th floor by 1 August 1988.

3. Recognizing your desire to be operational in the August time frame, there are two options available:

25X1 Option A - Sufficient space is available on the 3rd floor of Key Building to house [] people. This space has sufficient black and secure telephones for your office to commence operations. Your staff could occupy this space as is on a temporary basis until your permanent space on the 11th floor is ready.

25X1 Option B - This option also utilizes the 3rd floor of the Key Building for initial operations until your office could be housed in its permanent location at the [] Building. Beginning in January/February 1989, several components will be vacating [] for relocation onto the Headquarters Compound. Your office would therefore relocate to [] in early 1989, depending on the extent of modifications required.

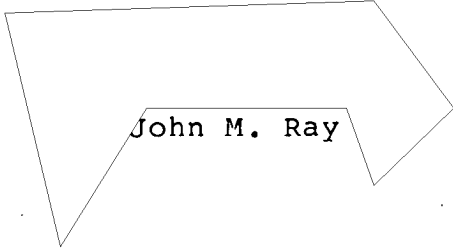
25X1 All Portions CONFIDENTIAL

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25X1 4. Our preference is Option B, i.e., to permanently locate your activity in [redacted] Building since OL has recently begun to look at the feasibility of vacating the Key Building when the current lease expires at the end of 1989. If such occurs, we would have to relocate your activity twice within one year if we continue on our present path.

5. Please advise whether we should continue on our current plan (Option A) or whether Option B would be a better solution to your operational and space needs.

25X1 
John M. Ray

cc: DDCI
DCI/Admin

25X1

OL/RECD/HCS

1r (23 Jun 88)

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Security Evaluation Office

16 JUN 1988

MEMORANDUM FOR: John Ray
Director of Logistics

FROM: [redacted]
Director, Security Evaluation Office

SUBJECT: Temporary Space for SEO/DCI [redacted]

1. As you are aware, the Security Evaluation Office plans to occupy the 11th floor of Key Building pending completion of the renovations. I've been told that the estimated completion date for renovations is now mid-October 1988. I plan to have a portion of my staff operational by 1 August 1988, however [redacted] Chief, EBOB/RECD/OL, informs me that SEO will not be able to use any of the space on that floor until all renovations are completed. I request that the Office of Logistics provide SEO with temporary space for [redacted] people from 1 August until we can move into the 11th floor of Key. [redacted]

2. The occupancy date of mid-October is not at all acceptable. I originally planned to occupy the space early-August and my personnel and operational requirements are geared to that date. I am not convinced that all avenues to expedite the renovation have been explored. I request your assistance in this matter since my operational capabilities and commitments will be sorely hampered under such make-shift conditions. [redacted]

3. If there are any questions or if any further information is required, please contact [redacted] Thank you. [redacted]

cc: DDCI
DDA
DCI/Logs

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